



Municipal  
Employees'  
Pension  
Plan



# EMPLOYER BULLETIN

Fall 2014

## E-Forms

Take advantage of the Employer Remittance System (ERS) to complete and submit Enrolment, Layoff/Approved Leave and Termination forms. You can submit the forms with a click of the mouse and eliminate the need to send a paper copy to MEPP. If you already have an ERS account you can log in and start submitting forms today.

If you would like to sign-up to start submitting forms using the ERS, or if you have any other questions, contact Darlene Glowa at 306-798-2353 and she will be happy to help you.

If you are not submitting forms electronically, you may scan and email a completed form to [mepp.pdrs@peba.gov.sk.ca](mailto:mepp.pdrs@peba.gov.sk.ca).

## Disability Contributions

Members on short/long-term disability or unpaid sick leave must be given the option to contribute to the Plan while they are on leave. If a member decides to make contributions, please contact MEPP to verify how to report the information.

## Payroll Deduction Return Forms

If you submit contributions by manually filling out a Payroll Deduction Return (PDR), please ensure correct pay-period dates are used and that only one pay-period is recorded per form; do not include multiple pay-periods on one form.

## Acceptable Documentation

Please note that MEPP now accepts certified documents that are faxed, scanned or emailed as long as they have been properly certified and completed. Original documentation is still required for:

- Beneficiary Designations
- Spousal Waivers
- Wills
- Power of Attorney

More information on Acceptable Documentation is found under the Publications tab on PEBA's website (<http://www.peba.gov.sk.ca/>).

## MEPP Consultation Sessions

MEPP Consultation sessions are underway! Encourage your employees to attend a session. See the MEPP website for more information, consultation dates and registration. Better yet, have a session come to your workplace. Contact [ric@peba.gov.sk.ca](mailto:ric@peba.gov.sk.ca) to arrange to have a session come to you.

The Employer Bulletin is published as a service for the employers of MEPP.  
For further information or clarification, contact MEPP's Customer Focus Coordinator:  
Phone: 306-787-2684 in Regina; Toll free: 1-877-506-6377  
Email: [mepp@peba.gov.sk.ca](mailto:mepp@peba.gov.sk.ca)

Please retain this MEPP Employer Bulletin for your reference.